



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1722AF04**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	www.pinebridge.com					
Position Title :	Intern – Client Service				Job Cat :	AF
Number of Positions :	1	Internship Duration:	8 Weeks			
Main Duties :						
<ol style="list-style-type: none"> 1. Assist in maintaining and updating client records in Customer Relationship Management (CRM) and other client database; 2. Assist in preparing client review meeting materials and other ad-hoc client requests such as questionnaire; 3. Assist in coordinating client on-boarding process with internal stakeholders (investment team, compliance, legal dealing team, operations team and etc.) as well as transfer agents; 4. Handle or assist in ad-hoc projects and initiatives as requested. 						
Requirements :						
<ol style="list-style-type: none"> 1. Preferably undergraduates in Business Administration, Accounting, Finance, Economics, or Mathematics or Computer Science or related disciplines 2. Strong analytical and communication skills 3. Good command of both spoken/written English and Chinese (Mandarin is a plus) 4. Competent in MS Office including MS Word, Excel and PowerPoint 5. Detail-oriented and strong organization skill 6. Ability to multitask and work independently 7. Able to work collaboratively in a team environment 						
Working Location :	Hong Kong					
Working Hours :	Mon to Fri	9:00	to	18:00	Meal Break	1 Hour
	Sat		to		Meal Break	
Other Supplementary Information :						